

ACADEMIC INTEGRITY INVESTIGATION PROCEDURE FOR STUDENTS	 CUE CATHOLIC UNIVERSITY IN ERBIL	PROCEDURE NUMBER: CUE-AA002PR
		OWNER: ACADEMIC AFFAIRS
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THE CATHOLIC UNIVERSITY IN ERBIL

Academic Integrity Investigation Procedure for Students

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I. PURPOSE

This procedure establishes the processes and responsibilities for investigating alleged academic misconduct at the Catholic University in Erbil (CUE). The procedure supports consistent implementation, accountability, compliance with applicable Ministry of Higher Education and Scientific Research (MHE) requirements, and alignment with the Academic Integrity Policy and the University's mission.

II. SCOPE

☐ University-Wide X Departmental Specify Department(s): ACADEMIC AFFAIRS

This procedure applies to all students and affiliates of CUE involved in the reporting, investigation, or resolution of alleged academic misconduct.

This procedure does not supersede University-wide policies and/or procedures.

III. DEFINITIONS

Academic Misconduct: any deliberate action that undermines the academic integrity or ethical standards of the university in any way. Please refer to Academic Dishonesty and Section 6 of the Academic Integrity Policy (AA002) for further details.

Academic Integrity Policy Violation Form (AIPVF): The official form completed by faculty to initiate a formal report of alleged academic misconduct.

IV. PROCEDURE STATEMENT

The Office of Academic Affairs, in coordination with the Student Discipline Committee and relevant Heads of Department, is responsible for administering the academic misconduct investigation process. This procedure sets out the required sequence of actions, responsible parties, timelines, documentation requirements, appeal process, and annual reporting obligations for all cases of alleged academic dishonesty or plagiarism at CUE, in accordance with the Academic Integrity Policy.

V. PROCEDURE STEPS

Step 1: Initial Report

Responsible Party: Module Faculty

Required Actions:

- 1.1 Upon determining that a violation has occurred, the faculty must complete an Academic Integrity Policy Violation Form (AIPVF; Appendix I) within two working days.
- 1.2 The faculty must include all documentation and evidence of the alleged infraction with the AIPVF.
- 1.3 The completed AIPVF is submitted to the faculty's Head of Department/Dean.
- 1.4 In an examination or test setting, the proctor must report suspicions of academic dishonesty to the module faculty before the faculty completes the AIPVF.

Required Documentation/Evidence:

- Completed AIPVF (Appendix I)
- All supporting documentation and evidence of the alleged violation (e.g., submitted work, text-matching reports, examination records)

Step 2: Head of Department/Dean Review and Referral

Responsible Party: Head of Department/Dean

Required Actions:

- 2.1 Upon receipt of the AIPVF, the Head of Department/Dean confirms receipt to the faculty.
- 2.2 The Head of Department/Dean submits the AIPVF and supporting evidence to the Chief of Academic Affairs.

Required Documentation/Evidence:

- AIPVF and supporting evidence forwarded to the Chief of Academic Affairs

Step 3: Chief of Academic Affairs Review

Responsible Party: Chief of Academic Affairs

Required Actions:

- 3.1 The Chief of Academic Affairs reviews the AIPVF for completeness.
- 3.2 If the AIPVF is incomplete, it is returned to the Head of Department/Dean to address missing information.
- 3.3 If the AIPVF is complete, it is forwarded to the Student Discipline Committee.

Required Documentation/Evidence:

- Verified AIPVF submitted to the Student Discipline Committee

Step 4: Investigation by Student Discipline Committee

Responsible Party: Head of Committee, Student Discipline Committee

Required Actions:

- 4.1 The Student Discipline Committee must complete an investigation within thirty (30) working days of receiving the AIPVF.

- 4.2 The student receives an official request to attend an interview and may be required to substantiate their learning, including the method and timeframe used for completing the work in question.
- 4.3 If the student fails to participate in the investigation process, they may be deemed to have not substantiated their learning. A student who refuses to participate may not further appeal the outcome on grounds of non-participation.
- 4.4 The Head of Committee conducts the investigation, documents the outcome, and determines whether the student has successfully substantiated their learning. The Head of Committee may consult faculty, staff, or other experts as needed.
- 4.5 If a criminal case is initiated against a student for an act attributed to them outside the University, disciplinary consideration shall be deferred until the criminal case is resolved (Examination Instructions and Student Discipline, 7.2).
- 4.6 When assessing cases, the Head of Committee must consider the following factors:
- a) Extent: The proportion of the assessment affected and its significance within the module (e.g., a few sentences vs. several paragraphs, or 10% vs. 60% of assessable work), or the level of threat to academic integrity at the University. Some cases may bear with them criminal repercussions.
 - b) Level: The student's academic level and year of study.
 - c) Discipline: The established norms of the student's academic discipline and how clearly these have been communicated to students.
 - d) Recidivism: Whether the student has previously failed to uphold academic integrity standards.
 - e) Behavior: The student's overall reputation across curricular and extracurricular activities.

Required Documentation/Evidence:

- Interview records and meeting minutes
- Investigation findings and outcome documentation
- Notes on factors considered in the assessment

Step 5: Penalty Determination and Record-Keeping

Responsible Party: Chief of Academic Affairs

Required Actions:

- 5.1 The Head of Committee submits investigation findings and recommendations for disciplinary action (if applicable) to the Chief of Academic Affairs.
- 5.2 The Chief of Academic Affairs reviews the findings and determines whether academic dishonesty or plagiarism occurred and, if so, what penalty applies in accordance with the Academic Integrity Policy.

- 5.3 Any AIPVF, warning, or penalty notice becomes part of the student's academic record. The investigator must ensure a copy, along with notes, minutes of meetings, and any appeals, is filed in the student's academic file.
- 5.4 As a general rule, the first AIPVF and first investigation outcome should be removed from a student's permanent record upon graduation, unless the student has multiple AIPVFs on record.
- 5.5 Investigation outcomes that implicate the student must otherwise be retained in the student's permanent file in perpetuity.

Required Documentation/Evidence:

- Penalty notice or outcome letter issued to student
- Updated student academic record
- Filed copies of AIPVF, meeting minutes, notes, and any appeals

Step 6: Student Appeal

Responsible Party: Student; President; University Council

Required Actions:

- 6.1 A student may appeal the outcome of the disciplinary investigation to the President within fifteen (15) working days of notification of penalties (MHE Instruction No. 160 of 2007, Article 11).
- 6.2 The President should modify or reverse a decision only if:
- a) The disciplinary measure was erroneous;
 - b) The procedures stated in this procedure or the Academic Integrity Policy were not followed;
 - c) New evidence came to light;
 - d) The penalties were disproportionate; or
 - e) There were extenuating circumstances or information of which the Student Discipline Committee was not aware.
- 6.3 Overturned or accepted appeals must be confirmed by the University Council (Examination Instructions and Student Discipline, 11).
- 6.4 A grievance may not be lodged against the results of an academic misconduct investigation. A student's right to appeal under this procedure is separate from any grievance process.
- 6.5 Independent of the University's internal appeal process, the Ministry is responsible for addressing complaints against private universities related to disciplinary actions against students (Law of Private Universities in the Kurdistan Region – Iraq (Law No. 2 of 2013), Article 27).

Required Documentation/Evidence:

- Student appeal submission

- Presidential decision (written)
- University Council confirmation, if applicable

Step 7: Annual Report to University Council

Responsible Party: Head of Committee, Student Discipline Committee

Required Actions:

- 7.1 The Head of Committee must submit an annual report to the University Council following the close of each academic year.
- 7.2 The annual report must include:
- a) The number of allegations of plagiarism and/or academic dishonesty received during the previous year;
 - b) The modules and stages of study in which the students were enrolled;
 - c) The subjects for which allegations were made;
 - d) A sanitized summary of the findings for each allegation;
 - e) The penalties applied in proven cases; and
 - f) Actions taken to reduce the likelihood of similar issues in the future.
- 7.3 The annual report must be accompanied by a summary of existing processes and any additional steps taken to promote academic integrity during the year.

Required Documentation/Evidence:

- Annual report submitted to University Council

VI. PROCEDURE HISTORY

- a) Owned by: Academic Affairs
- b) Reviewed by: Policy and Procedure Review Committee; University Council
- c) Approved by: President's Cabinet, Board of Trustees
- d) Date approved: Jun-30 2026
- e) Related Policies: Academic Integrity Policy (CUE-AA002)
- f) Related Procedures: N/A
- g) Version: CUE-AA002PR Academic Integrity Investigation Procedure
- h) Revision dates: Jun-20 2026 (Initial — extracted from Academic Standing Policy)

VII. APPENDIX I

[Appendix I - Academic Integrity Policy Violation Form \(AIPVF\)](#)